



NC E-Procurement Upgrade Go-Live Postcard #10

Non-Integrated Entities Edition

The Upgrade is Underway! The **upgrade of NC E-Procurement is underway**, and the new system will go live on Tuesday, July 3rd. Please note that the **old system was taken offline** on Thursday, June 28th, at 5pm, to perform the upgrade. As a result, the Buyer Help Desk is closed for calls until Tuesday, July 3rd, at 7:30 am, as the team prepares for the go-live date. The NC E-Procurement Help Desk is open for vendor or billing-related questions during this timeframe. The new NC E-Procurement system will have the same web site address as the current system: <https://buyer.ncgov.com/Buyer/Main>. Your bookmarks and links to the NC E-Procurement website will now take you to the new login page.

Training Options There are several kinds of training available for your use as the first week of using the upgraded NC E-Procurement system approaches. Take advantage of a variety of training types offered, and try it out for yourself in the training environment:

- ["What's New" Training Recorded Webinar](#)
- [Job Aids](#)
- [Web-Based Training Courses](#)
- [Go-Live Postcards and presentations](#)
- [Training Environment](#)

Note: A user name and password is required to access some of these documents. Please contact the NC E-Procurement Help Desk at ephelpdesk@its.nc.gov to obtain this information.

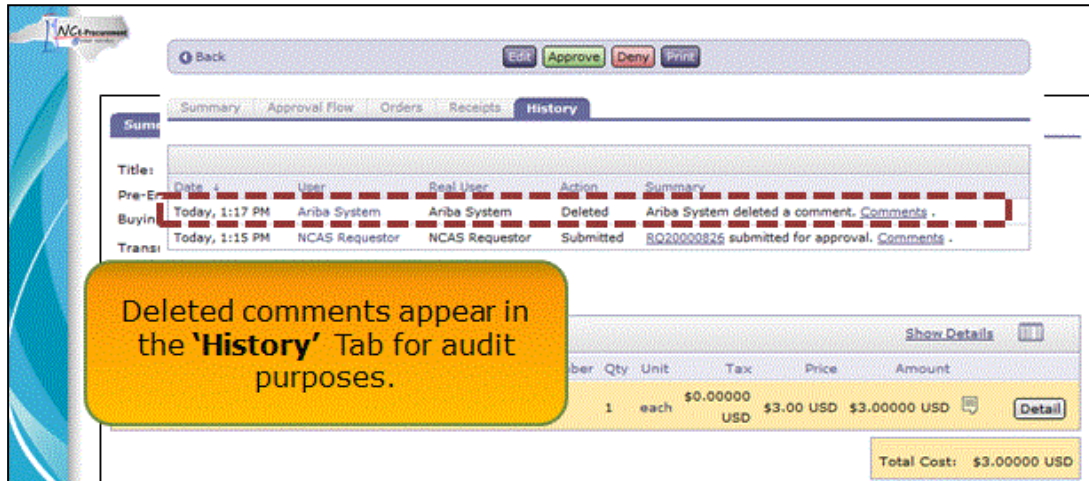
Feature Focus: Saved Searches Instead of saving requisitions or purchase orders in a folder, as you can today, or by using a label, as you will do in the new system, try using system search and saving your searches. A user should use system searches instead of labels in scenarios where there is a shared characteristic across all of the items in the group. System Searches are more reliable because they are not dependent on an action by the user (e.g., assigning a label to a requisition). Saved Searches are useful in providing a current view of set criteria, such as current month or requester. You can even add the Saved Search to the Home Dashboard, or on a new tab, to view the search results more quickly. For more information about Saved Searches, please view the System Searches job aid on the Upgrade Job Aids web page.

The NC E-Procurement Home Dashboard page is displayed below with a saved search added to the home dashboard:

The screenshot displays the NC E-Procurement Home Dashboard. The dashboard includes a 'Common Actions' section with 'Create' (eRequisition) and 'Manage' (Receive, Reports) options. A 'Recently Viewed' section lists several requisitions. A 'To Do' section is currently empty. A 'Search' section includes a search bar and a 'My Saved Searches' section. A 'News' section displays a welcome message for NC E-Procurement Version 2.0. A 'Saved Search' section is visible, showing a table of saved searches. A yellow callout box points to the 'My Saved Searches' section with the text: 'You can edit your dashboard view to include saved searches.'

| ID | Type | Date Created | Status | Title |
|------------|------|--------------|-----------|-------|
| RQ20002510 | | 4/5/2012 | Ordered | Tr Ex |
| RQ20004888 | | 4/11/2012 | Submitted | As Re |
| RQ20001041 | | 3/28/2012 | Ordered | Ur Re |

Feature Focus: History Tab The History Tab provides a summary of the actions that have taken place on an approvable item, such as a requisition, receipt, or eForm. It now includes the history of edited and deleted comments for audit purposes. To access this information, click the 'History' tab on a requisition and click 'Comments' to view the deleted comment. For more information about the History tab, please view the ["What's New" Training Recorded Webinar](#).



Follow-Up

We sent this postcard to NC E-Procurement users from non-integrated entities.

Questions about information covered in this Postcard? Send an e-mail to: ephelpdesk@its.nc.gov